



Greenwood County, SC

Job Description

FLSA: Exempt

Exemption: Executive (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).

Class Title: Current Tax Collector

Department: Tax Collector

Pay Grade: 113

Revised: 7/1/15

General Description

The purpose of this class within the organization is to supervise, plan and direct the activities and personnel of the County Tax Office; ensures the proper and efficient collection of current tax payments; handles and disposes of the more difficult tax-related problems.

Works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Supervises subordinate personnel, assigns workloads and establishes work schedules.

Instructs, reviews and plans work of employees and recommends and approves transfers, promotions and discipline.

Provides tax-related technical assistance to other county departments, the general public and government agencies.

Responds to inquiries and problems regarding the functions and procedures of this office.

Posts to general ledger and balances monthly tax distribution and collections.

Prepares and administers annual operating budget for the current tax department.

Prepares and remits file to Treasurer's office as needed to process taxpayer refunds.

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Additional Duties:

Purchases supplies for office within yearly budget.

Prepares and processes the county real estate installment program and payments.

Prepares and/or reviews the daily deposit of monies collected in the tax office.

Enters computer data to record and retrieve information, keeps files up-to-date and prepares reports and correspondence.

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies or formats data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Provides information, guidance or assistance to people that directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

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Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management of a small division; handles supplies of high value or moderate amounts of money consistent with the operation of a small division.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

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Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is very serious – affects the entire organization and the general public or loss of life and/or damage could occur and probability is very likely.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and involves exerting up to ten pounds of force on a regular and recurring basis and sustained keyboard operations.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

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Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None.

Safety of Others:

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Requires no responsibility for the safety and health of others.

Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in business, liberal arts, or any field other than engineering or the hard sciences. Acceptable degree in finance or accounting.

Requires four years of supervisory level experience in tax collections and finance OR an equivalent combination of education, training and experience.

Special Certifications and Licenses:

None

Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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